



Board of Directors Attendance Policy

Updated: Oct 21 2015

Purpose

This policy is intended to support full contribution of all board members. All board members receive a copy of this official policy. The policy is reviewed once a year and maintained in each member's Board Manual.

Definition of a Board Attendance Problem

A board attendance problem exists with any of the following conditions:

1. The member has two un-notified absences in a row ("un-notified" means the member did not call a reasonable contact in the organization before the meeting to indicate their anticipated absence);
2. The member has three notified absences in a row;

Response to a Board Attendance Problem

If a board attendance problem exists, the Board President will promptly contact the member to discuss the problem. The member's response will promptly be shared with the entire board at the next board meeting. At that meeting, the board will decide what actions to take regarding the board member's continued membership on the board. If the board decides to terminate the membership, termination will be conducted per the following policy (or the process specified in the organization's bylaws):

1. The board President will notify the terminated member in writing of the board's decision per the terms of the Board Attendance Policy;
2. This written notification will request a letter of resignation from the terminated member, to be received within two weeks;
3. This written notification will also request the terminated member return his or her board manual to the PTSA within two weeks;
4. The board will vote to accept the member's resignation letter at the next board meeting;
5. The board will promptly initiate a process to begin recruiting a new board member.



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